

~~CONFIDENTIAL~~Mark 5-3  
PMS 17-5

31 March 1960

**MEMORANDUM FOR: Members, CIA Retirement Board****SUBJECT:****Minutes, 28 March 1960 Meeting of  
Retirement Board**

1. The policy statements from the three major components were reviewed and the Board agreed upon the following points:

a. Once the retirement program becomes routine, the general practice for the Agency will be that employees will retire when they become eligible for voluntary retirement unless specific exceptions are approved by the Deputy Director concerned. It is recognized that due to the recent initiation of the program some leeway will be necessary at least through 1 July 1961.

b. A pre-retirement program should be established as early as may be practicable, looking to a routine notification of retirement eligibility to all persons five years before they become eligible. The notification will include a statement that pre-retirement counseling is available if desired.

c. Two years in advance of normal retirement eligibility, supervisory personnel will discuss with the people under their jurisdiction their plans for retirement. Each employee should at this time be advised that he should seek the technical assistance and advice of the senior counselor of the Office of Personnel.

d. An annual review of the plans of those exempted from the regular retirement program will normally be made.

e. There is no need at this time for further policy announcements, although as the Board gains experience in the handling of individual cases it will keep in mind the question of whether additional announcements would be desirable.

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**SUBJECT: Minutes, 28 March 1960 Meeting of  
Retirement Board**

1. When the Board determines that exceptions to the retirement policy should be made on the grounds of financial hardship or personal circumstances, the Executive Secretary will be expected to ascertain the validity of the claims of the individuals and what action they are taking to alleviate their situations.

2. Dr. Guthe informed the Board that he would develop procedures in line with agreements reached from this meeting.

3. Five cases were considered by the Board. The Secretary was requested to prepare correspondence and to arrange interviews in accordance with decisions reached.

SIGNED

**Executive Secretary  
Agency Retirement Board**

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(31 Mar 60)